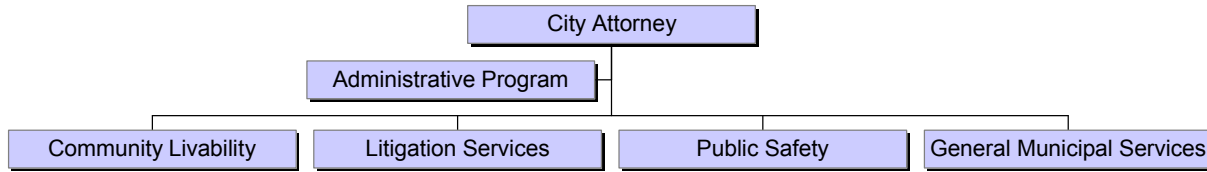


Office of the City Attorney



Description of the Service

The Office of the City Attorney represents and advises the City Council and all city officers in matters of law pertaining to their offices; represents and appears for the City in actions or proceedings in which the City is concerned or is a party; and represents and appears for any City officer or employee, or former City officer or employee, in actions and proceedings in which such officer or employee is concerned or is a party for acts arising out of his employment or by reason of his official capacity.

The Office of the City Attorney approves the form of all contracts made by and all bonds and certificates of insurance given to the City, and prepares any and all proposed ordinances or resolutions for the City and amendments thereto. The office provides legal services to the Redevelopment Agency and prepares such legal documents as may be required for special improvement and maintenance districts.

Recent Accomplishments

- Initiated new drug abatement program in conjunction with the Riverside Police Department.
- Initiated successful litigation against the parents of two juveniles responsible for vandalism and defacement of property at Martin Luther King High School and recovered \$7,351 representing full reimbursement for the City's property damage and police investigative costs.
- Recovered approximately \$130,000 on behalf of the City representing full reimbursement for the City's emergency response to a tanker truck fire on Arlington Avenue on August 24, 2000, and an overturned tanker truck on Van Buren Boulevard on December 15, 2000.
- Represented the Development, Planning and Public Works Departments in response to a discrimination complaint filed by the Mexican American Political Association with the U.S. Department of Housing and Urban Development. On May 22, 2001, HUD issued a final Letter of Determination of Compliance whereby it specifically determined that the City had lawfully and fairly applied and enforced the Riverside Municipal Code with respect to the development of a commercial site in the Mission Inn Historic district.
- Successfully obtained court orders destroying 76 deadly weapons that were seized from the possession of mentally disturbed persons and domestic abuse offenders.

Office of the City Attorney

Mission Statement

The mission of the Office is to provide excellent and ethical legal advice, zealous legal representation, and other quality legal services for the City Council, City officers, and City employees in order that they may lawfully attain the City Council's goals and other department program outcomes without undue risk to the City.

Major 2002/03 Priorities

- Improve the quality of Riverside's neighborhoods by pursuit of neighborhood nuisances and through effective municipal code prosecutions.
- Continue to provide legal services that will reduce the City's exposure to claims for damages and aggressively defend the City when engaged in matters of litigation.
- Continue to coordinate, supervise and manage outside litigation counsel with respect to tort litigation in order to ensure the course of action chosen by outside counsel best represents the interests of the City, its department heads and employees.
- Implement new drug abatement program in

Council Priorities Addressed

- Improving Neighborhood Livability
- Economic Development
- Public Safety

cooperation with the Riverside Police Department.

- Continue to act as general counsel for the City of Riverside Redevelopment Agency by advising and representing the Agency Board and staff on legal issues affecting the Agency.
- Continued participation of one attorney in the Advanced Management Program of the A. Gary Anderson Graduate School of Management at the University of California Riverside.
- Maintain continuing legal education requirements for attorneys and paralegals.
- Facilitate prompt review and advice for development related documents and legal issues.

Programs and Program Goals

FY 2002/03

Administrative: To provide policy direction, administrative support and fiscal management to enable the Department to achieve program outcomes while complying with federal, state, local and other requirements.

Community Livability: To provide excellent, ethical and equitable legal enforcement of the Riverside Municipal Code for the citizens of Riverside and the community in order to enable attainment of Public Works Code Compliance and City Manager's Neighborhoods program outcomes.

Litigation Services: To provide excellent, ethical and zealous legal representation of the City, its officers and employees to minimize the City's liabilities for its activities.

Public Safety Services: To provide excellent and ethical legal advice, training and representation for the officers and employees of the Police and Fire Departments and the Community Police Review Commission in order that they may lawfully attain their program outcomes without undue risk to the City and the public.

General Municipal Services: To provide excellent and ethical legal advice and zealous representation for the City Council, officers, employees, and various departments enabling them to lawfully attain City Council goals and other departments program outcomes without undue risk to the City and the public.

Office of the City Attorney

Performance Measures

	Actual 2000/01	Estimated 2001/02	Target 2002/03
% of requests for inspection and/or abatement warrants completed within 21 days of receipt of request	95%	95%	95%
% of criminal code enforcement cases favorably resolved	67%	75%	75%
% of litigation cases resulting in a favorable disposition of either a dismissal or a settlement of less than the administrative settlement authority of \$25,000	76%	70%	70%
% of all notices of intent to impose discipline reviewed, approved and returned to the Human Resources Department within 21 days of receipt	67%	85%	85%
% of disciplinary notices issued that do not result in a grievance	95%	75%	80%
% of requests for legal opinions completed within 21 days of receipt of request	84%	80%	85%
% of legal services provided within established timeframes	88%	80%	85%
% of legal advice provided within 21 days of request	88%	80%	85%
% of documents satisfying planning conditions prepared within 14 days of request	60%	72%	75%

Office of the City Attorney

Department Summary

Budget Summary	Actual 2000/01	Budget 2001/02	Proposed 2002/03	Change
Personnel Services	1,429,163	1,837,677	2,006,333	9.2%
Non-Personnel	200,698	234,308	219,310	-6.4%
Special Projects	111,998	100,492	103,052	2.5%
Equipment Outlay	8,841	2,434	0	---
<i>Direct Operating</i>	1,750,700	2,174,911	2,328,695	7.1%
Debt Service	0	0	0	---
Capital Outlay	0	0	0	---
Charge From Others	351,257	393,682	413,771	5.1%
<i>Gross Budget</i>	2,101,957	2,568,593	2,742,466	6.8%
Charge To Others	(2,312,756)	(2,568,593)	(2,742,466)	6.8%
Net Budget	(210,799)	0	0	---

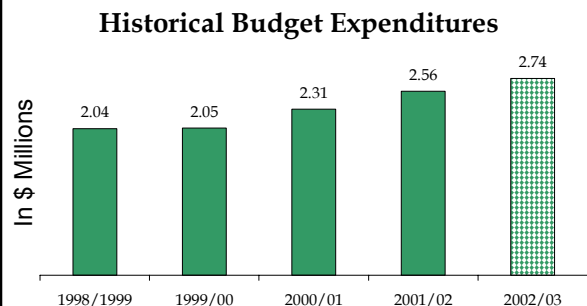
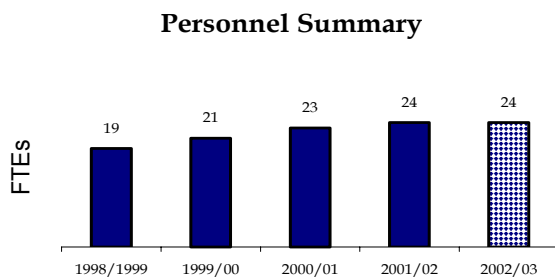
Expenditure Summary (Gross Budget)

Office of the City Attorney	2,101,957	2,568,593	2,742,466	6.8%
-----------------------------	-----------	-----------	-----------	------

Expenditure Total	2,101,957	2,568,593	2,742,466	6.8%
--------------------------	-----------	-----------	-----------	------

Personnel Summary	23.00	24.00	24.00	0.00
--------------------------	-------	-------	-------	------

Program Summary	23.00	24.00	24.00	0.00
------------------------	-------	-------	-------	------



Annual Budget

Department / Section: Office of the City Attorney / Office of the City Attorney
101 - 130000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	1300000	Salaries-Regular	1,105,076	1,474,321	1,374,321	1,584,662	7 %
411110	1300000	Salaries-Temp & Part Time	25,838	0	0	0	---
411410	1300000	Vacation Payoff	19,068	0	0	0	---
411420	1300000	Sick Leave Payoff	9,916	0	0	0	---
412000	1300000	Emp Pension & Benefits	269,263	363,356	363,356	421,671	16 %
Personnel Services Total			1,429,163	1,837,677	1,737,677	2,006,333	9 %
421000	1300000	Professional Services	29,543	24,813	52,813	23,783	(4) %
422000	1300000	Utility Services	20,305	21,152	21,152	21,353	%
423000	1300000	Rentals & Transport	72	172	172	50	(70) %
424000	1300000	Maint & Repairs	5,211	15,695	15,695	12,524	(20) %
425000	1300000	Office Exp & Supplies	40,831	56,087	90,664	41,695	(25) %
425200	1300000	Periodicals/Dues	19,092	24,060	24,060	24,959	3 %
426000	1300000	Materials & Supplies	23,914	25,050	25,050	24,900	() %
427100	1300000	Travel & Meeting	23,488	29,341	34,341	27,030	(7) %
427200	1300000	Training	14,050	18,465	18,465	19,550	5 %
428400	1300000	Insurance/All Other	24,190	19,473	19,473	23,466	20 %
Non-personnel Expenses Total			200,698	234,308	301,885	219,310	(6) %
450207	1300000	Billboard Litigation	363	0	0	0	---
450209	1300000	Unspec Outside Counsel Cost	37,204	100,492	322,735	100,492	%
450217	1300000	Buxbom Litigation	4,725	0	0	0	---
450218	1300000	Rancho La Sierra	0	0	10,000	0	---
450225	1300000	Revision of Hsng Element of G	7,114	0	0	0	---
450235	1300000	Law Enforcement	23,711	0	10,000	0	---
450236	1300000	Press Enterprise	12,034	0	0	0	---
450237	1300000	Valley Outdoor	1,640	0	0	0	---
450239	1300000	General Litigation Costs	3,480	0	10,000	2,560	---
450240	1300000	Poolside Apartment Litigation	21,724	0	8,276	0	---
450241	1300000	Conflict of Interest Advice	0	0	15,300	0	---
450242	1300000	Drug Abatement Program	0	0	2,500	0	---
Special Projects Total			111,998	100,492	378,811	103,052	2 %
462300	1300000	Office Furniture & Equipment	0	0	277,550	0	---
462308	1300000	Office Furn & Eq-Computer Acqu	8,841	2,434	1,384	0	---
Equipment Outlay Total			8,841	2,434	278,934	0	---
881100	1300000	General Fund Allocation Chgs	58,630	39,759	39,759	42,461	6 %
881200	1300000	Central Svc Allocation Chgs	277,144	289,395	289,395	301,067	4 %
882101	1300000	Annual Utilization Chgs 101 Fd	0	49,045	49,045	54,760	11 %
882102	1300000	Annual Utilization Chgs 102 Fd	15,483	15,483	15,483	15,483	%
Charges From Others Total			351,257	393,682	393,682	413,771	5 %
891100	1300000	General Fund Allocation Chrges	(2,312,439)	(2,568,593)	(2,568,593)	(2,742,466)	6 %
894510	1300000	Interfund Svcs-Electric Fund	(317)	0	0	0	---
Charges to Others Total			(2,312,756)	(2,568,593)	(2,568,593)	(2,742,466)	6 %
Net Budget			(210,796)	0	522,396	0	---